

PSAonline Form-Specific Instructions

FOR STUDENTS:

Candidate Control Form – Because this form contains information we'll use to verify your eligibility as a candidate, the system will automatically take you to this page first. The first time you access this form, you will see your data in "initial caps" format – the first letter of every word, and only the first letter, will be capitalized. The information provided on this page was obtained from your ACT or SAT test registration. Please review this information for accuracy and **correct any capitalization errors**. If you need to make any changes other than capitalization to the data we have on file for you, the system will again check your eligibility and prompt you with further directions if needed.

Candidate Essay Form and Supporting Information Form – You may cut and paste your answers to the long and short essay questions from a word processor. If you choose to do this, **proof your work carefully AFTER you paste it into the form, paying close attention to special characters such as apostrophes and double quotes**. You may find a string of characters and/or boxes in place of any special characters you may have used in your response. If this happens, simply delete the invalid characters and type the correct character directly in the online form.

Secondary School Report – Choose someone from your school who knows you well, such as a teacher, counselor, or principal, and ask him or her to complete this form on your behalf. The form may be submitted on paper or online. If the person you choose wishes to complete the form online, he or she will need to get the password and user ID from the head of your Guidance Office. Note that, just like the other application materials, the SSR and your transcripts must also be **RECEIVED** by the deadline, regardless of who sends them, or else your application will be disqualified.

FOR TEACHERS & SCHOOL OFFICIALS:

Secondary School Report and Transcripts – Please be sure to answer questions A-F. You may need to get this information from your Guidance or Counseling office. You may cut and paste your answers to questions G-N from a word processor. If you choose to do this, **proof your work carefully AFTER you paste it into the form, paying close attention to special characters such as apostrophes and double quotes**. You may find a string of characters and/or boxes in place of any special characters you may have used in your response. If this happens, simply delete the invalid characters and type the correct character directly in the online form. Please note that the SSR and the student's transcripts must be **RECEIVED** by the deadline, regardless of who sends them, or else the student's application will be disqualified.

If your student previously attended a school that is now closed due to the recent hurricanes, or if transcripts are no longer available from that school, please include a letter noting that with the student's Secondary School Report.